

## EXTERNAL POLICE STAFF GUIDANCE NOTES

The information supplied in the application form is the basis for considering your initial suitability for the role which you are applying.

This form will be marked by the department and the information you supply will determine whether you will be short listed for further consideration.

Before completing your application form ensure that you meet all of the essential criteria as you will be ineligible to apply if you do not.

The following guidance should be used to assist you in completing your application, however should you have any specific questions please email [PoliceStaffRecruitment@lancashire.pnn.police.uk](mailto:PoliceStaffRecruitment@lancashire.pnn.police.uk)

### Membership of BNP or similar

The police service has a policy of prohibiting any of their officers or staff from becoming members of the BNP or similar organisations whose aims, objectives or pronouncements may contradict the duty to promote race equality.

If you are, or have been, a member of the BNP or similar organisation your application may be rejected.

### Nationality

To be eligible for appointment you must be a British Citizen or a member of the EC or other states in the EEA. Commonwealth citizens and foreign nationals are also eligible but only if they are resident in the UK and free of restrictions.

If you are a Commonwealth citizen or a foreign national you must provide proof that you have no restrictions on your stay in the UK. The Recruitment Team will contact you to request when necessary a copy of your passport and proof that your stay in the UK is free of restrictions.

### Convictions and Cautions: you and your family

Convictions or cautions will not necessarily preclude you from appointment. It will depend on their nature and the circumstances of the offence. Failure to disclose convictions or cautions will, however, result in your application being rejected.

You must declare all convictions for any past offences, formal cautions by the police (including cautions/reprimands as a juvenile, i.e. under 18 years) and bound over by any court. You should **include traffic convictions** such as speeding, drink-drive offences, fixed penalties for motoring or disorder offences and any appearances before a court martial.

You must also declare any charge or summons currently outstanding against you. You must include spent convictions under the Rehabilitation of Offenders Act 1974 (by virtue of the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975) **or any involvement with civil, military or transport police.**

You must also declare if you have ever been involved in any criminal investigation whether or not this led to prosecution (either of yourself or others).

Some applicants do not declare information which they believe is no longer held on record. However, our enquiries will reveal all incidents and failure to disclose these will lead to your application being rejected. If you have any doubts, include the details and let us decide if they are relevant.

We will also want to know whether any of your close family or associates are involved in criminal activity and we will therefore search for any criminal convictions or cautions recorded against your family. **You must advise them that these enquiries will be made.** The police service cannot disclose the results of these enquiries to you.

## Financial Position

Members of Lancashire Constabulary are in a privileged position with regard to access to information and could be considered potentially vulnerable to corruption. Applicants to the police service should not therefore be under pressure from un-discharged debts or liabilities and should be able to manage loans and debts sensibly.

Police Regulations also state that a member of a police force shall not wilfully refuse or neglect to discharge any lawful debt. Your application will therefore be checked to determine and verify your financial position.

Most applicants have debts, such as mortgages, un-discharged student or other loans and credit/store card debts. Debts which are within your means and are manageable are not a bar to appointment.

- Applicants who have existing County Court Judgements outstanding against them or who have been registered bankrupt and their bankruptcy debts have not been discharged will not be considered;
- Applicants who have been registered as bankrupt and their bankruptcy debts have been discharged will only be considered after three years from discharge of the debt. (The Recruitment Team will contact you to obtain official documentation);
- Applicants who have discharged County Court Judgements may be considered. (The Recruitment Team will contact you to obtain a certificate of satisfaction in respect of each CCJ);

Where financial checks reveal that applicants have defaulted credit accounts, it is our policy not to proceed with your application form until the defaults have been satisfied, as we have no way of knowing whether or not a CCJ will be issued in respect of the default.

Depending on operational needs, if a defaulted account is found we may pend your application form for 3 months to allow you the opportunity to review the situation and to take any corrective action if you so wish.

## Disability

Disability is defined as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

Police Staff are covered by The Equality Act 2010. In support of your application, please let us know if you require any adjustments that will allow you to participate fully in the recruitment process.

Successful applicants will fill in a medical questionnaire and where necessary undertake a medical examination prior to appointment.

## Supporting Information

Your application form will be marked against the criterion on the candidate specification that are to be evidenced at "Application Form"

The examples that you provide should be relevant, demonstrating your ability in the area.

You should try to use an example within the last 2 years.

Statements saying that "I am good at" or "my supervisors say I am good" are not appropriate. The following structured approach may assist you:

### Set the scene

When and what is the example about? What was the scenario situation that you faced?

### Task

What did you identify needed to be done? What were you tasked to do? What was your role?

**Action approach**

What did you do? Why? Were there options? Why did you select that particular course of action?

**Result**

How did it go? Was it successful? Why? With hindsight, would you have done things differently?

The **STAR** format above provides you with a structure to provide your best examples, demonstrating that you have the qualities required to perform the role.

If you are able evidence the desirable criteria that are to be identified on “Application Form” then record this in the same format.